**English Department Internship Grant Application**

(Please contact Brenda Whitney, Internship Coordinator, at [bjwst10@pitt.edu](mailto:bjwst10@pitt.edu) or 412-624-1737 with any questions)

* **GPA of 3.0 or higher required**
* **Internships must be writing-based, and they must be acquired before submitting the completed application.**
* **Awards are given on a one-time basis.**
* **Please submit the completed application and attachments as Word or PDF files to Brenda Whitney at** [**bjwst10@pitt.edu**](mailto:bjwst10@pitt.edu)**.**
* **Recommendations must be from professional relationships—not peer, friend, or family connections—and must be emailed directly from the writers to Brenda Whitey at** [**bjwst10@pitt.edu**](mailto:bjwst10@pitt.edu)**.**

Name:

Address:

Email:

Phone:

Major(s):

Minor(s):

Certificate(s):

GPA:

Class:

Expected Graduation Date:­

Status (full-time or part-time):

Career objective:

Name of internship:

Location:

Description of the company:

Paid or unpaid (if paid, how much?):

Semester:

Number of hours/week and how many weeks:

Credit or not for credit:

Supervisor’s name:

Address:

Phone number:

Email:

**Please submit the following documents with this application:**

1. A résumé that outlines your academic and work experience, particularly in the fields of journalism, public relations, film, advertising, or publishing.
2. A letter to the selection committee explaining:

* Why you applied for this internship
* Your duties at the internship
* How it will help you achieve your career objectives
* Why you believe you are an excellent candidate to receive a grant
* Your financial need for this grant and how it will affect your acceptance of an internship
* Any other factors we should consider in making our decision, including, if you wish, your membership in an underrepresented group.

1. Three samples of your work. These can be from newspapers, magazines, press releases, film, or class assignments.
2. A letter of recommendation from a teacher.
3. A letter of recommendation from a supervisor who knows your work. This can be from a previous internship or job. Include any formal evaluations of your work written by supervisors at previous internships or jobs.
4. An email from your supervisor describing your internship and verifying the number of hours and weeks you will be working.

**All application materials must be *received* by the deadline:**

**Fall & Spring—add/drop deadline**

**Summer—second Friday in April**